

## **Division of Aging Incident Reporting** **Frequently Asked Questions**

### **What is Incident Reporting?**

An “incident” means a single episode (event) of a reportable unusual occurrence. An incident involves a situation in which an individual or individuals have experienced or are the subject of a reportable unusual occurrence.

Multiple occurrences related to the same type of issue are considered separate incidents. A separate incident report shall be filed at the time each episode occurs.

### **Why Does the Division of Aging Track Incidents?**

The Final Aging Rule (455 IAC 2-8-1) indicates, it is the policy of the Division of Aging (DA) to ensure the health, safety, and welfare of ALL individuals receiving services administered through the DA.

The policy was established to identify and address the immediate and potential risk to the health, safety, and welfare of individuals receiving services.

This policy addresses incidents which are known as Reportable Unusual Occurrences (RUO).

### **Who is Responsible for Filing an Incident Report with the Division of Aging?**

Anyone with knowledge of an incident that effects, or potentially effects, the individuals’ health and safety shall submit an incident report through the Division of Aging incident reporting system.

All providers of Home and Community Based Services (HCBS) are required to submit IR of reportable unusual occurrences.

All Case Managers and Providers are required to report Incidents of reportable unusual occurrences.

### **What is the Timeframe for Filing Incident Reports with the Division of Aging?**

An initial incident report regarding an incident, allegation, or suspicion of abuse, neglect or exploitation or the death of a participant shall be submitted within **twenty-four (24)** hours of the incident or having knowledge of the incident.

Providers of home and community-based services are required to submit an incident report for reportable unusual occurrences within **forty-eight (48) hours** of the time of other incidents or becoming aware of the incident.

### **What are Reportable Unusual Occurrences?**

- 1) Alleged, suspected, or actual abuse, neglect, or exploitation of an individual shall be reported to Adult Protective Services (APS) for a consumer over the age of 18 or Child Protective Services (CPS) for a consumer under the age of 18.
- 2) Alleged, suspected, or actual assault by another individual or the consumer.
- 3) Death of an individual. **All deaths MUST be reported to APS or CPS.**
- 4) A residence that compromises the health, safety, or welfare of an individual due to the interruption of a major utility.
- 5) Environmental or structural problems relating to a consumer's residence which compromises the health, safety, or welfare of the individual.
- 6) A residential fire resulting in relocation, personal injury or property Loss.
- 7) Suspected or observed criminal activity by a staff member, employee, or agent of a provider; and/or a family member of an individual receiving services; and/or the individual receiving services.
- 8) Injuries of unknown origin.
- 9) Suicidal ideation or a suicide attempt with the potential to cause physical harm, injury, or death.
- 10) A major disturbance or threat to public safety created by the consumer. The threat can be toward anyone, including staff, in an internal setting or outside the consumer's residence.
- 11) Admission of an individual to a Nursing Facility (NF); excluding a RESPITE stay. Long-Term, Short-Term, Medical Needs or Rehabilitative Needs.
- 12) Medication Error that involves wrong medication, wrong dose, missed dose, or wrong route of administration.

13) Significant injury to an individual that involves fracture, contusion, laceration, and/or burn identified as greater than first degree.

14) An injury that occurs while an individual is restrained as restraints are prohibited.

15) Inadequate staff support with the potential for endangering the health, safety or welfare of the individual. This includes, but is not limited to, inadequate supervision of an individual.

16) A missing person.